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DD/S STAFF MEETING (Minutes)

MINUTES

4 JUN 1968

DD/S STAFF MEETING

28 May 1968 - 1030 Hours

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2. Additional Office Space

Mr. Bannerman commented on the memorandum from Colonel White to the Deputy Directors. This levies a requirement for semi-annual reports to the Director, beginning 1 December 1968, which will show the reduction in space effected during the preceding six months and the reductions which can be made in the ensuing six months. We are looking for consolidation of space where possible and overall better use of assigned space.

3. Retirement Letter

Mr. Bannerman read his letter [redacted] upon the occasion of the latter's retirement and made a few appropriate remarks.

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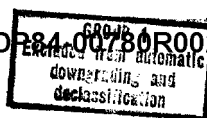
4. Visits by Senior Officials

The DD/S said that components should prepare for and organize visits by senior officials, determining in advance who would brief the official, which work locations they would visit, and make sure that all personnel know the name of the visitor and who he is. The objective is to make and leave a good impression. The escort officer usually should introduce the visitor to assembled staff personnel.

5. Coordination of Papers

When papers are prepared within the Support Directorate for coordination with other Deputy Directors, Mr. Bannerman would like the paper to be routed initially through him for his approval and then to the other Deputy Directors.

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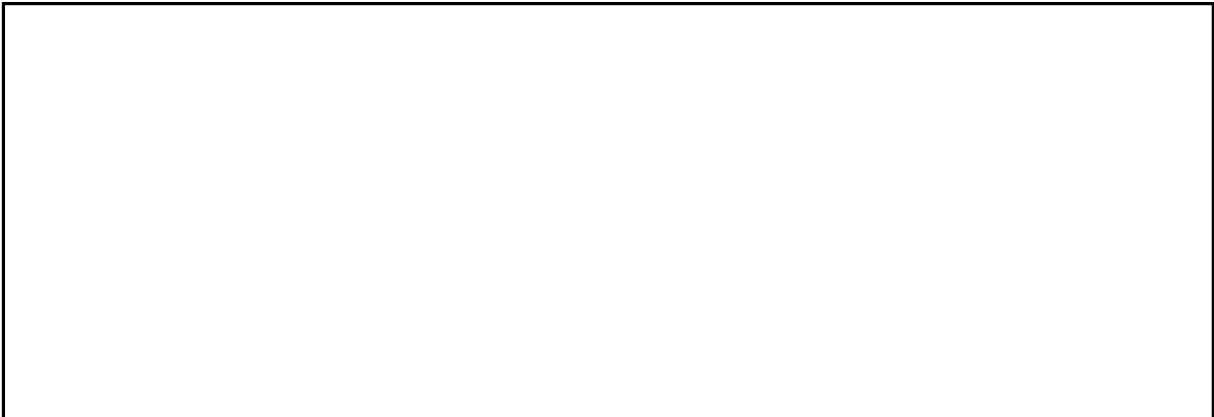


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6. Leave Schedules

Office Heads and their deputies who have not yet submitted their leave plans are asked to do so as soon as possible.



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9. Around the Table

a. Mr. Wattles:

Noted some guidance from the Civil Service Commission relative to a possible transportation strike. Employees are expected to report for work by utilizing car pools etc.

CSC has stated that government-agency facilities should not be used in furthering contributions to the Poor Peoples' Campaign.

There have been some cases connected with BALPA in which a discontinued service annuity has been presented as an alternative for employee separation. Mr. Wattles pointed out that this is not an alternative available to the employee, as the Director of Personnel must certify in each case that there is no other suitable position available in the Agency for the individual.

b.

Mr. Osborn and General Taylor are visiting Holabird today.

The Office of Security is anticipating the final completion of arrangements to open their data link with Holabird within the next 30 days.

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c. Dr. Tietjen:

Has been having some conversations with the FAA, which is interested in our medical standards.

d. Mr. Richardson:

A new three-week course will start Monday covering communications and trade craft for European Division. It is anticipated that about 60 officers will take this course in its first year. It will serve as a refresher in many cases and is designed to increase the professionalism of operations officers. Mr. Bannerman commented that he would like to know the results of the course.

e. Mr. Bush:

Commented on efforts in connection with OGC to solve problems pertaining to end-of-the-year inter-Agency contracts. It is sometimes impossible to secure action from other agencies when we have made an end-of-the-year determination that we are ready to go ahead with some of our contracts.

f. Mr. Meloon:



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The Bureau of Public Roads has agreed that we may use their entrance roadway to cross into west parking. We plan to install a gate and build a small stretch of road which will be open during rush hours only.

The AB&W Transit and W&M Company are not involved in possible strike action.

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10. Emergency Plans

Mr. Bannerman commented on his attendance at the Inter-Agency Advisory Group meeting on 27 May. A lot of work is going into plans, etc. and a positive approach is being taken. Agencies are encouraged to take responsible action on their own when necessary. He noted that there were many complaints about lack of guidance and slow reaction from the Civil Service Commission.

11. The meeting adjourned at 1120.



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Special Assistant to the  
Deputy Director for Support

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ACTION ITEMS

DD/S Staff Meeting  
28 May 1968

1. Office Heads and Deputies to submit leave plans as soon as possible.
2. Mr. Meloon to advise on status of discussions with FE on report requirements
3. Office of Training to report results of the new three-week course starting 3 June 1968 for the European Division to Mr. Bannerman.

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